Employee Referral Form



Employee Name:_____

Date: _____/_____/_____ **Please print**

Name of Candidate you are referring:

_____**Please print**

Position Applied for:_____

Reason for Recommendation:

_____

_____

Once you have referred a candidate and submitted this form to HR for consideration, all communication will be handled between the candidate and HR. Status reports of the recruiting process will not be shared with the employee.

Please attach a copy of the candidate’s resume/application to this form and return to the HR Dept